

Session 4: Module 5 - Demographics - Income Part 2 - Adjunctive	
FINAL	
Description	Text
1. Introduction	<b>Welcome</b> to M-SPIRIT <b>Session 4, Module 5</b> , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Income – Part 2
3. Adjunctive1	Adjunctive Eligibility
4. Adjunctive2	Like WIC, some public assistance programs require proof of income to participate.
	If an applicant is enrolled in one of these programs, they have already provided proof of income eligibility to that program, and WIC does not make them do it again.
	This is called Adjunctive Eligibility.
	Adjunctive Eligibility can apply to either an individual or the entire household.
5. Individual	Individual Adjunctive Eligibility
6. Ind	Medicaid is the only program that provides the applicant with <u>individual</u> adjunctive eligibility.
	HMK Plus used to be called "Children's Medicaid". WIC considers HMK Plus Medicaid for Adjunctive Eligibility purposes.
	You will still need to assess the income information for any other household members being certified at that time.
	There is an exception to this for infants and pregnant women on Medicaid, and we will discuss this after we have presented the Medicaid situation that applies to individuals only.
7. <ind1>	Pink Bitterroot is breastfeeding and receives Medicaid, which makes her adjunctively eligible for WIC as an individual.
	Click on the Income Calculator icon.
8. <ind2>	We will shift the screen up.
9. <ind3>	No script.
10. <ind4>	No script.
11. <ind5>	Today is June 21, 2011.
	Notice as soon as you enter the Income Calculator, a record for today's date is created.
	You can indicate if a household member is actively enrolled in an adjunctive program in the Adjunctive Eligibility section of the Income Calculator.
	You only need to verify enrollment in one of these programs.
	Medicaid is the only income selection that creates individual income records.
	Otherwise, it functions exactly the same as the other Adjunctive Eligibility programs.

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	Click on Medicaid to select.
12. <ind6>	The Proof drop-down is enabled and required.
	Click the drop-down arrow to open the list.
13. <ind7>	We verified that Pink is on Medicaid this month by using SIS, so click on System Verification.
14. <ind8>	No script.
15. <ind9>	Note that M-SPIRIT added an individual income record.
	The member's name along with "Individual Adjunctive Eligibility" displays...
	...and the individual income record appears below the household income record.
	When we hover our mouse over the individual record...
16. <ind10>	We can see that Pink is individually adjunctively eligible. Also that Medicaid and System Verification were selected.
17. <ind11>	We still have to document the Household Income and Size.
	Click on Add Item to add an income item.
18. <ind12>	Pink receives \$200 per month in child support.
	Enter \$200 per month then click on the Proof of Income drop-down arrow.
19. <ind13>	Since we do not require proof of income for adjunctively eligible participants...
	Select Self Declare (for Adjunctive Eligibility) regardless of the source of the income for adjunctively eligible participants.
20. <ind14>	No script.
21. <ind15>	Click on OK.
22. <ind16>	Pink's household size has increased by one with the birth of the new baby.
	We will hover over the previous income record from 2/22/11 to see what the previous household size was.
23. <ind17>	Pink's household size is now 3, it was 2 at her last visit.
	If you double-click into the Household Size field the zero will be highlighted and you will be able to type directly over it. Go ahead and double-click into the field.
24. <ind18>	No script.
25. <ind19>	Enter 3 then click on OK.

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26. <ind21>	Notice the Monthly Income is displayed on the Demographics screen.
	Click on the Income Calculator again.
27. <ind22>	Notice that, even though Pink has multiple family members on WIC, only she is adjunctively eligible for WIC.
	If other household members are being certified at the same time, you will still be required to complete income records for them.
28. Adjunctive3	Adjunctive Eligibility – Medicaid for Pregnant Women or Infants
29. Medicaid1	In general, enrollment in Medicaid provides individual Adjunctive Eligibility for WIC.
	However, if you are being certified as pregnant or you are an infant and you are on Medicaid...
	All household members certified that day are Adjunctively Eligible for WIC.
	M-SPIRIT will indicate that each household member is individually adjunctively eligible and will make each household member being certified adjunctively eligible.
30. <medi1>	Country Western Meadowlark's household is applying for WIC today. She is pregnant and there are multiple people in her household.
	So let's take a look at the Adjunctive Eligibility section of the Income Calculator.
	Click on the Income Calculator.
31. <medi2>	Let's move our view down a little.
32. <medi3>	No script.
33. <medi4>	No script.
34. <medi5>	No script.
35. <medi6>	No script.
36. <medi7>	Today is June 20 <sup>th</sup> , 2011.
	Again, notice as soon as you enter the Income Calculator, a record for today's date is created.
	You have verified Country's Medicaid enrollment via SIS.
37. <medi8>	Do you think you now know enough about documenting adjunctive eligibility in M-SPIRIT to be able to document that Country is on Medicaid and that proof has been verified?
	We do. So Go ahead.

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38. <medi9>	No script.
39. <medi10>	No script.
40. <medi11>	No script.
41. <medi12>	Easy, right?
42. <medi13>	As with all applicants, even though Country is Adjunctively Eligible, we must still enter her estimated income and the household size.
	Enter an Income Item of \$200 a month, with a proof of "Self Declare for Adjunctive Eligibility or Tribal". We know you can do it.
	Start by clicking on Add Item.
43. <medi14>	No script.
44. <medi15>	No script.
45. <medi16>	No script.
46. <medi17>	No script.
47. <medi18>	Good for you!
48. <medi19>	We are not yet done with the income screen for Country.
	We still have to document the Household Size.
	Household Size is required to save an income record and exit the calculator.
	Her household size has not changed since the last income record. How can you tell what that was?
	Click on the section of the screen where you would find this information.
49. <medi20>	Right. All previous income information, including Household size, is displayed in the Income Screening Contacts section.
	Household Size always defaults to 0 for a new income record.
	Go ahead and double-click into the Household Size field.
50. <medi21>	No script.
51. <medi22>	Enter a Household Size of 2 and press Enter.
52. <medi23>	Notice that there is only an individual income screening contact for Country.
	Once the income Screening contact is saved, it will be applied to other household members.
	Click on OK to save the income screening contact.
53. <medi24>	Notice the Monthly Income displays \$200.
	Click on the Income Calculator again to confirm that the adjunctive eligibility has been applied to other household

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	members.
54. <medi25>	Yellow is now adjunctively eligible because her mom Country is Pregnant and currently on Medicaid.
	Income Screening Contacts created today can be edited. Income records not created today can only be viewed.
	Again, if you are on Medicaid and an infant or pregnant, all members of your household being certified at the same time are adjunctively eligible for WIC.
	Click on Cancel to exit this window.
55. Adjunctive3	Household Adjunctive Eligibility
56. <hh1>	All household members being certified are Adjunctively Eligible for WIC if a household member is currently receiving...
	SNAP, TANF or Free or Reduced-priced School Lunch.
	All household members are adjunctively eligible if any member of the household receives FDPIR.
	FDPIR is a commodities program and stands for Food Distribution Program on Indian Reservations.
57. <hh2>	As stated previously, once a participant indicates enrollment in one of the adjunctive programs, you must verify the proof of enrollment and document it in M-SPIRIT.
	The Proof drop-down lists are enabled once the checkbox for the adjunctive program is selected.
	Go ahead and click on the SNAP checkbox.
58. <hh3>	Click on the SNAP drop-down arrow to view the list of available proofs.
59. <hh4>	Once a checkbox is selected you are required to select a Proof from the corresponding drop-down list.
	Depending on how you verified enrollment, you can select either Eligibility Letter or System Verification.
	Click on the drop-down arrow to close the list.
60. <hh5>	Click on the SNAP checkbox to remove the checkmark...
61. <hh6>	...and the Proof drop-down is again disabled.
62. <hh7>	The Proof drop-down list is the same for SNAP, TANF and Medicaid.
	Check out the Proof reasons for FDPIR then School Lunch. We know you can do it.
63. <hh8>	No script.

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<b>64. &lt;hh9&gt;</b>	Eligibility Document is your only choice...we do not allow Phone Verification.
	Click on the drop-down arrow to close the list.
<b>65. &lt;hh10&gt;</b>	Uncheck FDPIR now.
<b>66. &lt;hh11&gt;</b>	No script.
<b>67. &lt;hh12&gt;</b>	No script.
<b>68. &lt;hh13&gt;</b>	No script.
<b>69. &lt;hh14&gt;</b>	Uncheck School Lunch now.
<b>70. &lt;hh15&gt;</b>	Great!
<b>71. Remember</b>	You only need to verify enrollment in one adjunctively eligible program.
	If the household is adjunctively eligible, you do not need to obtain copies of proof of income like paystubs.
	Even though you do not need to obtain copies of proof of income, the participant still needs to state the household monthly income and you still need to enter it.
<b>72. Questions</b>	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.